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Tender

## High Street Business Information Officers

Sheffield City Council

F01: Prior information notice

Call for competition

Notice identifier: 2022/S 000-012915

Procurement identifier (OCID): ocids-h6vhtk-033911

Published 17 May 2022, 4:11pm

### Section I: Contracting authority

#### I.1) Name and addresses

Sheffield City Council

Town Hall, Pinstone Street,

Sheffield

S1 2HH

#### Contact

Tim Dent

#### Email

[tim.dent@sheffield.gov.uk](mailto:tim.dent@sheffield.gov.uk)

#### Telephone

+44 01142053646

#### Country

United Kingdom

**NUTS code**

UKE32 - Sheffield

**National registration number**

(GB) 173 5488 38

**Internet address(es)**

Main address

<https://www.sheffield.gov.uk>

Buyer's address

<https://uk.eu-supply.com/ctm/Company/CompanyInformation/Index/104130>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=47240&B=UK](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=47240&B=UK)

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[https://uk.eu-supply.com/app/rfq/rwlenrance\\_s.asp?PID=47240&B=UK](https://uk.eu-supply.com/app/rfq/rwlenrance_s.asp?PID=47240&B=UK)

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

High Street Business Information Officers

#### **II.1.2) Main CPV code**

- 79411100 - Business development consultancy services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

We are looking to appoint a small team of consultants / business advisors to support the recovery of the Sheffield's District Centres on behalf of Sheffield City Council for the Economic Recovery Fund (ERF) Programme. The support provided by this team is considered to have been very effective in local areas allowing businesses to have access to a friendly face with business advisor experience and retail and hospitality expertise alongside place making experience. We are looking to appoint up to 6 consultants working 12 days per month delivering 1-2-1 advice and support to businesses in Sheffield's District Centres. The consultants will be expected to provide support for 12 days per month from 1st August 2022 up to the 31st of March 2023 with the possibility of a 12 month extension should further funding be identified.

#### **II.1.5) Estimated total value**

Value excluding VAT: £300,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 72221000 - Business analysis consultancy services
- 73000000 - Research and development services and related consultancy services
- 73200000 - Research and development consultancy services

- 73210000 - Research consultancy services
- 73220000 - Development consultancy services

### **II.2.3) Place of performance**

NUTS codes

- UKE32 - Sheffield

### **II.2.4) Description of the procurement**

We are looking to appoint a small team of consultants / business advisors to support the recovery of the Sheffield's District Centres on behalf of Sheffield City Council for the Economic Recovery Fund (ERF) Programme. An existing team of Information Officers has been operating in the District Centres since 28th September 2020, funded by the "Welcome Back" Project. This project has now closed, and we have secured additional funding through ERF to continue the Information Officer activity. The support provided by this team is considered to have been very effective in local areas allowing businesses to have access to a friendly face with business advisor experience and retail and hospitality expertise alongside place making experience. Given the timeframe and the scale of the activity the Council is required to undertake a new procurement exercise to appoint the team. We are looking to appoint up to 6 consultants working 12 days per month delivering 1-2-1 advice and support to businesses in Sheffield's District Centres. The consultants will be expected to provide support for 12 days per month from 1st August 2022 up to the 31st of March 2023 with the possibility of a 12 month extension should further funding be identified.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £300,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

1 August 2022

End date

31 March 2023

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of expressions of interest**

Date

16 June 2022

Local time

4:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

#### **VI.4.2) Body responsible for mediation procedures**

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>

**VI.4.4) Service from which information about the review procedure may be obtained**

Sheffield City Council

Sheffield Town Hall, Pinstone Street,

Sheffield

Country

United Kingdom

Internet address

<https://www.sheffield.gov.uk>